


MARICOPA COUNTY  HUMAN SERVICES DEPARTMENT Workforce Development Division	SECTION/REFERENCE Federal Register/Vol.65, No.156 - §664.460, §664.470 PL 129(c)(2)(D)	PAGE 1 OF 2
	ORIGINAL ISSUE DATE	REVISION DATE June 2013
	AUTHORIZED BY: Patricia Wallace, Assistant Director	
SUBJECT: Work Experience		ADDENDA: WEX Agreement Form WEX Worksite Monitoring form WEX Participant Survey form

Background:

Work Experience (WEX) is a paid/non-paid Workforce Investment Act (WIA) activity designed to enable participants to gain work maturity, occupational skills, and exposure to the working world. A work experience will help participants acquire the personal attributes, knowledge, and skills needed to obtain a job and advance in employment. The work experience provides participants with the opportunities for career exploration and skill development. Work experience should focus around high demand occupations as well as the Maricopa Workforce Connection industry clusters.

Policy:

The participant may enter into more than one **paid** WEX activity prior to exit from the MWC Youth Program. Youth program staff and participant mutually review and determine the feasibility of utilizing a work experience activity. The activity must focus on the development of appropriate work habits and work ethics to include an understanding of employer/employee relationships. Work experience should be targeted to high-demand occupations and/or Maricopa Workforce Connections industry clusters. The work experience must focus on career exploration, skill development, and/or training.

The youth provider must also assess the suitability and feasibility of offering the participant a work experience at that time. The assessment should answer the following questions:

- Do the participant's background, needs, interests, and abilities support the WEX activity?
- Are barriers to the WEX activities identified, resolved and/or determined not to have an impact on participation in the planned WEX activity?
- Has it been mutually determined by the youth program service provider and participant that the participant would benefit from the WEX activity?

The selection of a worksite for paid or unpaid WEX is determined by the needs of the participant and the high-demand/industry cluster occupations. The employer agrees to provide work-related activities for the participant(s) to develop basic work habits, learn occupational skills, and gain usable "work experience" to promote future employment at a worksite.

The employer agrees to maintain records and prepare reports on the participant as prescribed by the youth program service provider. The employer must observe and comply with applicable safety and health standards; observe Workers Compensation and the Youth Labor Laws of Arizona and the Federal Government; maintain

sufficient general liability insurance for tort claims protection; and allow the youth program service provider and duly authorized representatives to visit the premises to observe work place conditions, observe work place activities, and follow up with the participant. Worksite employers must be notified that monitoring of the worksite will occur during the participant's work experience.

A WEX activity shall not reduce current employee's work hours, displace current employees or create a lay-off of current employees, impair existing contract or collective bargaining agreements, and/or infringe upon the promotional opportunities of current employees.

WEX Process

When a youth program staff identifies a potential worksite match between a participant and employer, staff will review the WEX opportunity with the participant and evaluate the participant's interest.

Staff will ensure the following process:

- Arrange worksite interview(s) with the employer
- Complete a WEX Agreement
- Include WEX location and dates on Individual Service Strategy(ISS)
- Ensure justification for WEX is in file and case notes
 - Does the WEX match the participant's interests?
 - Has the participant completed work readiness training?
 - Is the participant successfully accomplishing goals, meeting appointments, raising basic skill deficiencies, etc.?
 - Did staff and participants explore high-demand occupations and/or industry clusters?
 - Why was the worksite chosen?
 - How does the WEX relate to the youth's overall goals, occupational training, etc?

The youth provider must ensure that the participant's goals on the ISS correlate with the WEX service mix. Staff must also verify that TABE scores are at or above those required for the activity.

WEX Documentation

The youth program staff will record all WEX activities in AJC. Participant hard copy files must contain the required WEX documentation:

- Individual Service Strategy
- Worksite Agreement
- Paid Work Experience Progress Report/Timesheet
- Copies of paychecks